

**CITY OF FAYETTEVILLE, ARKANSAS**  
**PROPERTY LINE ADJUSTMENT**

**FOR STAFF USE ONLY**

**FEE: \$200.00**

Date Application Submitted:

Date Accepted as Complete:

Project Number:

Public Hearing Date:

S-T-R:

PP#:

Zone:

Please fill out this form completely, supplying all necessary information and documentation to support your request.  
***Your application will not be processed until this information is furnished.***

**Application:**

Indicate one contact person for this request: \_\_\_\_\_ Applicant \_\_\_\_\_ Representative

***Applicant (person making request):***

***Representative (engineer, surveyor, realtor, etc.):***

Name- \_\_\_\_\_

Name- \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address - \_\_\_\_\_

Address - \_\_\_\_\_

Phone - \_\_\_\_\_

Phone - \_\_\_\_\_

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Fax - \_\_\_\_\_

Fax - \_\_\_\_\_

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( ) \_\_\_\_\_

Site Address / Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	<b>Zoning District</b>	<b>Assessor's Parcel Numbers for the Properties</b>	<b>Size of Parent Tract (acres)</b>	<b>Size of Resulting Tracts (acres)</b>
<b>Tract A</b>				
<b>Tract B</b>				
<b>Tract C</b>				
<b>Tract D</b>				

***FINANCIAL INTERESTS:***

The following entities and / or people have financial interest in this project:

\_\_\_\_\_

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**APPLICANT / REPRESENTATIVE:** I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**PROPERTY OWNER(S) / AUTHORIZED AGENT:** I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. *(If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.)*

*Owners of each parcel being adjusted must sign this application.*

**Owners (attach additional info if necessary):**

Name (printed): \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Name (printed): \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

## Application Checklist

Attach the following items to this application:

- (1) Payment in full of applicable fees for processing the application (\$200.00).
- (2) Correspondence in the form of a written letter to Planning Staff describing the scope, nature and intent of the proposal.
- (3) One (1) hard copy and one (1) digital copy in PDF of the signed application, correspondence letter and the survey of the property showing all required information for a Property Line Adjustment listed on the Plat Requirements checklist in Section 166.02 of the Fayetteville Unified Development Code. These requirements are listed on the Plat Requirements page in this application. Clearly label all original and proposed property lines.
- (4) If this property line adjustment results in a tract(s) of less than 1.5 acres, approval from the Arkansas Department of Health is required allowing for an individual sewage disposal system prior to the property line adjustment application.
- (5) If located within the City's Planning Area and this property line adjustment results in a tract(s) of less than 1.0 acre, approval from the Washington County Planning Department is required prior to the City accepting this application.

### **Note:**

*In order for the Washington County Assessor's Office to officially recognize this property line adjustment on the deed for the property, a **Correction Deed** or **Quitclaim Deed** must be filed along with the Property Line Adjustment survey. Please submit this deed with the final, revised copy of the Property Line Adjustment survey plat for City of Fayetteville "Approval for Recording".*

**PLAT REQUIREMENTS FOR A PROPERTY LINE ADJUSTMENT  
(From Section 166.03 of Fayetteville Unified Development Code)**

Name, address, zoning and property lines of all property owners adjacent to the exterior boundaries of the project.

Name, address, telephone numbers of owner(s), developer(s) and project representatives

A vicinity map of the project with a radius of 1.5 miles from the project. This map shall include any Master Street Plan streets as well as the 100 year flood plain boundary.

Street right-of-way lines clearly labeled. The drawing shall depict any future R.O.W. needs as determined by the AHTD and Master Street Plan. Future R.O.W. as well as existing R.O.W. and center lines should be shown and dimensioned.

Written legal descriptions including area in square feet or acres that read clockwise for the original and adjusted tracts. (Note: If the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.)

Boundary survey of the property shown on the plat. The surveyor shall seal, sign and date the survey. The survey shall be tied to state plane coordinates.

Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.

Each plat shall have 2 points described in State Planes Coordinates, Arkansas, North, North American Datum, 1983 (NAD 83)

Existing easements shall show the name of the easement holder, purpose of the easement, and the book and page number for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.

Sanitary sewer systems:

a. Provide pipe locations, sizes, and types; and service location.

b. Manhole locations of rim and invert elevations

Water systems, on or near the site:

a. Provide pipe locations, types, and sizes; and service location.

b. Note the static pressure and flow of the nearest hydrant if requested.

c. Show location of proposed fire hydrants and meters.

State the width, location, and purpose of all proposed easements or rights of way for utilities, drainage, sewers, flood control, ingress/egress or other public purposes within and adjacent to the project.

The location, widths, grades, and names of all existing and proposed streets (avoid using first names of people for new streets), alleys, paths, and other rights-of-way, whether public or private, within and adjacent to the project; private easements within and adjacent to the project; and the radius of each centerline curve. Private streets shall be clearly indicated and named. Names of streets should be approved by the 911 Coordinator.

The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project.

The location of known existing or proposed ground leases or access agreements, if known. (e.g. shared parking lots, drives, areas of land that will be leased)

The location and size of existing and proposed signs, if any.

Draft of covenants, conditions, and restrictions, if any.

Show required building setbacks. Provide a note on the plat of the current setback requirements for the subdivision. A variance is necessary from the Board of Adjustment for proposed setbacks less than those set forth in the zoning district.

Any other data or reports as deemed necessary for project review by the Zoning and Development Administrator, City Engineer or Planning Commission.

Signature block certifying ownership, title and dedication.

